

**From:** Chin, Joanne  
**Sent:** Monday, July 28, 2014 8:11 AM  
**Subject:** OWW Clean Up Day - Wednesday, August 13, 2014

To Seattle-based OWW Staff:

**OWW is currently scheduled to move starting on August 21 – August 25 and August 28 – September 2** (approximately 23 days until the move). In preparation for the impending move, we are starting our monthly cleanup event to help everyone to cleanup, reduce records and leave all the clutter behind as you prepare to move into your new and clean workspace in the renovated building. Here's a link to allowable items in your new space: [Park Place Remodel Allowable Items](#).

The next **OWW Clean Up Day will be on Wednesday, August 13, 2014.**

In addition to all of the paper, we also want to make sure to expand this event to focus on recycling/donating/reusing unneeded equipment, supplies, furniture, personal items, obsolete technical reference, books, etc. Please refer to the guidance on the [Cleanup Campaign](#) webpage.

**The following will be delivered to the 13th floor for your use on the Cleanup Day:**

1. Canvas bins for recycling paper will be placed in the elevator lobby
2. The following items will be located by Janice G's cubicle on the west side of the building and on the east side of the building near the lobby by Bella's cubicle.
  - 32 gallons bins - for the larger reusable supplies (binders, folders, etc.)
  - Donation box - for items to be donated
  - Recyclable box - for other recyclables (glasses, old cell phones, etc.)
  - 32 gallon trash bin - for trash
  - Techno box - for cds, disks, etc. Note: if it a device contains any "record material," it must be preserved as set out in the retention schedules (just like paper documents).

Also, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which they were created or received.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the [InfoPage](#), or contact Joyce Aoyama, your records coordinator, or ORC for additional information.

**Table of Current Litigation Holds in Region 10**

Thank You!

Every day is cleaning day at OWW. Keep cleaning those files!

Joanne Chin  
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